



MEMORANDUM

DATE: February 20, 2025

TO: TARTA Board of Trustees

FROM: James Karasek, Chief Financial Officer

CC: Laura Koprowski, Chief Executive Officer

SUBJECT: Travel Policy Update Resolution

This resolution is authorizing an update to the TARTA Travel Policy to provide additional clarity and guidance. The amended policy builds on the previous policy by including additional clarity on mileage reimbursement, per diem, baggage fees and usage of our new expense reimbursement software.

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